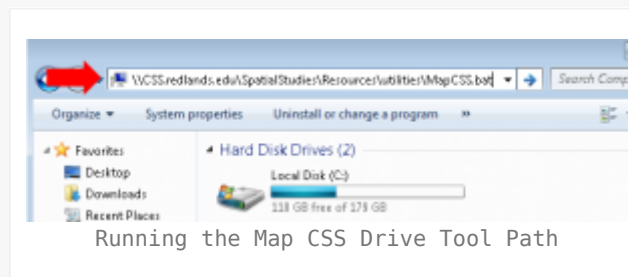# Accessing the CSS Drive

The Center for Spatial Studies maintains a network drive for use by students and faculty in class or doing project work. All users with a valid Redlands.edu account have read access to a variety of resources on the drive including GIS data, maps, graphics, software, etc. Folders are also provided for GIS-related classes, Spatial Studies Minor portfolios, Environmental Studies capstones, and faculty projects to those that require access. Please feel free to [contact us for access requests](.).

Please note that you must be connected to the University of Redlands network via a wired ethernet connection to access these resources. Because university lab computers are refreshed nightly, you will most likely have to perform these steps every time you want to access the CSS drive.

Using the CSS Drive Mapping Tool on a University Computer (labs, offices, etc)

If you are connected to the University of Redlands network via a wired ethernet connection and logged in with your network account, you can use our *CSS Drive Mapping Tool.*

> 1. Open Computer by clicking the Start button and then clicking Computer. *To get to Computer in Windows 8*, click the File Explorer button in the task bar at the bottom of the screen (tile with folder icon).
> 2. Copy and paste the following path into the address bar at the top of the window: \\CSS.redlands.edu\SpatialStudies\Resources\utilities\MapCSS.bat
> 3. The drive will be mapped as S:\ and added to your list of network locations on your computer.
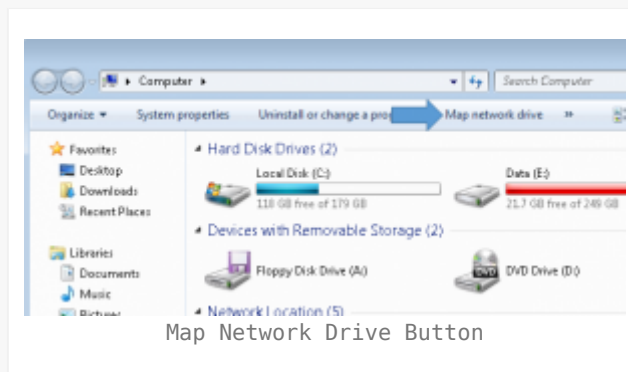

Running the Map CSS Drive Tool Path
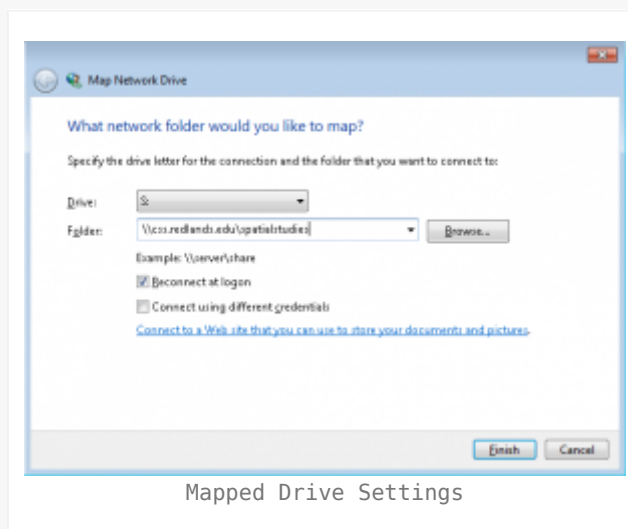
Manually Mapping the CSS Drive

Follow these steps to map the CSS Drive in the event that the CSS Drive Mapping Tool doesn't work for any reason OR you need to map the drive on

a personal computer connected to the university network.

     1. Open Computer by clicking the Start button and then clicking Computer. *To get to Computer in Windows 8*, click the File Explorer button in the task bar at the bottom of the screen (tile with folder icon).
     2. Click **Map network drive** in the menu bar.

Map Network Drive Button

     3. Select **S:** from the Drive dropdown
     4. Enter **\\css.redlands.edu\spatialstudies** intothe folder box.
     5. Confirm that **Reconnect at logon** is checked.
     6. *If you are using a personal computer not maintained by the University of Redlands OR logged onto the computer with a user account other than your own:* Check**Connect using different credentials**
     7. Click **Finish**

Mapped Drive Settings

     8. *If you checked **Connect using different credentials,***enter you network account information when prompted and check **Remember my credentials**.

After completing these steps, you will be able to access all of the resources that your account has been granted access to. Keep in mind that if you are using a university lab computer, you will most likely have to repeat these steps each time you use the computer.